King, Valerie A.

From: Stowell, Caron S.
Sent: Friday, June 28, 2002 10:23 AM
To: Walk, Roger A.; Kobal, Gerd; Podraza, Ken F.; Roethig, Hans; Carchman, Loreen; King, Valerie A.; Helm, Anthony S.; Zimmermann, Mike; Self, David; Gaworski, Charles L.; Werley, Mike; Davies, Bruce D.; Merriman, Lisa M; Carmines, Edward L.; Andriot, Michelle D.; Nixon, Gerry M.; Koller, Debbie
Cc: Tarzia, Chris
Subject: Project Reporting

As I am sure you are aware, Finance has instituted a new process for tracking the budgets and the spending incurred against those budgets for large and/or high exposure projects through the Internal Order System of the SAP R3 system.

In addition, a new Purchasing system has been instituted for most purchases previously made through purchase orders, **PM Buyer**, which interfaces with the Internal Order system. In order to ensure that we are accurately recording spending against our major projects we must use the Internal Order numbers assigned to those projects when using PM Buyer. We have converted all current Purchase Orders associated with your major projects to the new PM Buyer system. I have attached the list of Internal Order Numbers assigned to your projects. Please be sure to use these Internal Order Numbers on all new purchases. I would greatly appreciate it if you could notify anyone that you know will be making purchases against these projects that I have not copied on this E-Mail.

Please call me if you have any questions.

Thank you for your assistance,

INTERNAL ORDERS.xls

Caron

PM3006720620

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